

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director of Training (General)

DATE: 11 September 1952

FROM : Chief, Plans and Policy Staff

SUBJECT: Weekly Activities Report -- Period 5 September - 11 September 1952

## I. Outstanding Achievements of the Week

1. Project 52-8, National Security Presentations. A proposal to establish a series of national security lectures has been drafted, which will be forwarded by the D/TR to the DD/P, DD/I, and DD/A for comment.
2. Project 52-49, Reading Improvement Course for Contact Division, O/O. A request for one person in the [redacted] office to take a commercial reading improvement course has been approved by the D/TR. The Chief, Contact Division, O/O, has been notified. Coordination with the Support Staff, O/TR, to provide administrative assistance for handling the finances of this project has been accomplished.

## II. Developmental Plans

1. Project 52-17, Near East Language and Area Program. The selection board met on 10 September to review the qualifications of applicants for the program. [redacted] were recommended for the program. [redacted] was provisionally recommended pending a further evaluation of his language aptitude. Administrative procedures for transferring these selectees to the O/TR T/O for the duration of the training program [redacted] for them are being accomplished.
2. Project 52-18, Training for New Personnel. Project in process.
3. Project 52-19, Revision of CIA Regulation [redacted] Project in process.
4. Project 52-22, Chinese Language Project. Teaching texts for beginning Chinese have been forwarded to this office by the Contact Division, O/O. These have been forwarded to the Chief, Language Services Division, for his information prior to further forwarding to the Chief, FDD, for an evaluation. Contact Division will forward other materials to us as they arrive from their field offices.
5. Project 52-30, Seminar on International Labor Relations. A proposal for a program on international labor relations is expected from [redacted] in the near future, possibly next week.
6. Project 52-36, Language Reference Materials. Project in process.
7. Project 52-37, Collection and Source Exploitation Manual. Through External Training Officer (Military), an Air Force representative has

JOB NO. [redacted] BOX NO. [redacted] FLD NO. [redacted] DOC NO. 15 NO CHANGE  
 IN CLASS/ DECLASS/ CLASS CHANGED TO: TS [redacted] RET. JUST. 22  
 NEXT REV DATE 10 REV DATE 29/4/86 REVIEWER 69 TYPE DOC. 02  
 NO. PCS 3 CREATION DATE [redacted] ORG COMP 11 OF 11 ORG CLASS 5  
 REV CLASS [redacted] REV COORD. [redacted] AUTH: HR 70-3

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been visited, with particular regard to the Air University's material on collection. He supplied some material and outlined steps, which are being taken, to get more. Follow-ups with the Strategic Intelligence School and the Naval Intelligence School are producing very recently improved publications from both. From an OCD tape-runoff of more than two thousand items, about seventy have been selected; arrangements have been made to examine the corresponding documents.

8. Project 52-42, Commo Training Requirement. Recommendation on this proposal is being withheld pending a complete answer to the legality of causing employees to pay the cost of the training if they drop the course for unsatisfactory reasons.
9. Project 52-43, Agency Training Requirements. Staff planning for this project is in process.
10. Project 52-44, Mission and Functions of TLO's. Project is in process.
11. Project 52-51, Fiscal Report of the Registrar. Project is in process.
12. Project 52-52, Mission and Functions of Chief, S/PP. Project is in process.

III. Contributions to Intelligence Efforts in the Departments and Agencies of the Government

1. None.

IV. Contributions by Other Intelligence Agencies or Individuals

1. None.

V. Requests for Special Training

1. None.

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